

JOB PROFILE

Polling Station Steward

Overview

Reporting to	The Electoral Services team on behalf of the Returning Officer at Mid Sussex District Council.
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Main Purpose of the Role

- To assist the Presiding Officer with the effective and efficient running of the polling station by acting as the first point of contact for voters on arrival at the polling station.

Main Duties & Responsibilities

- Report to and comply with instructions from the Presiding Officer and Returning Officer.
- Maintain the integrity and secrecy of the ballot.
- Attend training sessions as required by Electoral Services.
- Assist with the layout of the polling station, the setup of equipment (which includes lifting equipment) and preparations for the opening of poll.
- Help the Presiding Officer to ensure the polling station is open promptly at 7am.
- Keep the polling station neat and tidy, maintaining awareness of health and safety of all staff and visitors at the polling station.
- Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers.
- Act impartially at all times.
- Stewards are deployed at locations where two or more polling stations are operating, you must be responsible for directing voters to their appropriate polling station via the use of street lists provided.
- Maintain constant awareness of the number of people in the polling station(s) and manage queues, pausing entry outside where appropriate.
- Be flexible and willing to cover breaks taken by Poll Clerks and take over the responsibility of processing voters at the polling station by completing voter ID checks and issuing ballot papers via the use of iPads and in accordance with instructions provided.
- Answer voters' questions, in a friendly and professional way.
- Assist the Presiding Officer to complete necessary procedures after the close of poll, including dismantling the polling station and ensuring that the room is returned to good order.
- Assist with any other polling station duties as instructed by the Presiding Officer.

Please note the above is not an exhaustive list of duties and may be subject to change.

Working Hours

- You must be available to attend an in-person training session at the Mid Sussex District Council offices (approx. 2 ½ hours).
- Polling stations are open from 7:00am until 10:00pm; you will be required to arrive to setup equipment from 6:30am. You must be available for the full hours of poll. Staff are not permitted to leave the premises during polling hours and must bring their own refreshments. Please be aware that not all polling stations have kitchen facilities available, please take this into account when planning the meals and refreshments you intend to bring on the day.



Person Specification		
	Essential	Desirable
Experience	Experience of working with the general public.	<p>Previous experience of working at a polling station.</p> <p>Previous experience of managing queues, such as working as a marshal or steward.</p>
Skills / Personal Attributes	<p>Good administrative skills and attention to detail.</p> <p>Good communication skills and commitment to customer care.</p> <p>Diplomacy and tact when working with members of the public.</p> <p>Punctual and reliable.</p> <p>Able to undertake training.</p> <p>Confidence and willingness to use an iPad to operate the polling station.</p> <p>Ability to carry out work as instructed accurately and to remain calm while working under pressure.</p> <p>Ability to remain politically neutral.</p> <p>A team player and flexible attitude.</p> <p>Good personal presentation.</p>	
Other	<p>You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.</p> <p>You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.</p> <p>You must not subscribe to a candidate's nomination form at an election.</p> <p>Must not have been convicted of an offence under Electoral Legislation.</p>	

	<p>Be prepared to work unsociable hours.</p> <p>Acceptance of waiving the Working Time Directive for the period of employment.</p> <p>Agree to comply with secrecy requirements (Appendix A).</p>	
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Special Conditions

- You must wear politically neutral clothing when working on an election.
- You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.
- You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.
- You must not subscribe to a candidate's nomination form at an election.
- Please be aware that your contact information will be shared with the Presiding Officer for your polling station to assist with arrangements for polling day.

Rates of Pay

- The rate of pay for this role varies depending on the type of election.
- Pay rates are reviewed annually, and your rate of pay will be confirmed as part of your appointment letter.

Appendix A – Secrecy Requirements

- [UK Parliamentary General Elections](#)
- [Police and Crime Commissioner Elections](#)
- [Local Elections](#)